

## ***Purchasing, Bidding and Contract Management for Local Agencies***

**May 5, 2005 (#981)**

**WSDOT Eastern Region Headquarters**

**2417 N. Mayfair St., Spokane, WA 99207 (509)324-6000**

**May 26, 2005 (#990)**

**Arlington Community Youth Center, Hadley Hall,**

**18513 59th Ave. NE, Arlington, WA 98223 (360) 403-3448**

**September 14, 2005 (#982)**

**LaQuinta Inn, 1425 East 27<sup>th</sup> Street, Tacoma, WA 98421**

**(253) 383-0146**

**October 4, 2005 (#983)**

**APWA Conference, Yakima Conference Center,**

**Yakima, WA 98901**

**November 16, 2005 (#984)**

**Kent Memorial Park, 850 N. Central, Kent, WA 98032**

**(253) 856-5000**

(The phone numbers shown at the above training facilities are to be used in case of emergency to contact a student in the class.)

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**Cost: \$75**

**Time: 8:30 a.m. to 4:30 p.m.**

**Class Size: Varies 25-40**

**Instructors: John Carpita, Municipal Research & Services Center of Washington;  
Dick Andrews, Pertee, Inc., and K. Wendell Adams, City of Yakima**

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### ***Target Audience***

Are you vexed by your agency's purchasing policies (or lack thereof), consultant selection and construction contract administration issues? Do bid limits, sales taxes, prevailing wages and retainage statutes give you the heebie jeebies? Do you wish you had all the purchasing and bidding and contract administration information you need in one place? Are the Mayor, Commissioners or Board Members on your case? Wondering if you should have taken that job with your black-sheep brother selling aluminum siding? Some of the people who will benefit Include:

Public Works Directors

City/County Engineers

Project Managers

Inspectors

Contract Managers

Purchasing Agents

Office Managers

City Clerks

Administrative Assistants

Consulting Engineers

Project Engineers

Finance Directors

### ***Course Description***

Local agencies must purchase supplies, materials and equipment, solicit services and contract for public works in accordance with confusing and ever changing state statutes and regulations. These statutes are intended to insure that quality projects, goods and services are purchased at the least cost through competitive bidding, which requires open advertisement to all qualified bidders and public opening of bids.

Following competitive bid laws is often counterproductive for small projects and material, supplies or equipment purchases and can be more expensive and time consuming. Recognizing this problem, the state legislature has, over the years, established and modified dollar amounts (commonly referred to as bid limits) below which competitive bids are not required for public works projects and equipment or supply purchases and has provided exemptions and alternatives to the competitive bidding process.

The WST2 Center and MRSC offer this fast-paced workshop to all local agencies and municipal governments to help them spend scarce dollars in accordance with state statutes and to improve their



project and contract management skills. Attendees will take home a thick workbook full of model and sample documents along with a narrative covering a wide range of purchasing, bidding and contract management issues.

## **Agenda**

### **Purchasing and Bidding Overview**

A quick, but thorough, review of purchasing and bidding statutes that affect local agencies as they purchase goods, materials and services and contract for public works.

### **Public Works Contracting**

Procedures, Checklists and Files; Contract Documents; Bidding and Contract Award Issues; Contract Administration and Closeout; Retainage and Bonding; Sales and Use Tax Issues; Exemptions; Small Works Projects; Emergency Contracts; Prevailing Wages Issues; Contractor Licensing, Bond and Insurance Requirements.

(As schedules permit, representatives from state agencies (SAO, L&I and DOR) may attend to discuss issues in their areas of expertise.)

### **Consultant Selection**

Types of Consultants; Quality Based Selection vs. Bids; Selection Process; Contract Negotiations; Care and Feeding of Your Consultant.

**Certification Program:** These workshops are eligible for certification credits in the APWA – MRSC Public Works Contracting Training and Certification Program. For more information on the program, jointly sponsored by MRSC and the American Public Works Association Contract Administration Subcommittee, contact John Carpita, Public Works Consultant, MRSC at (206) 625-1300.

## **Instructors**

**John Carpita, PE**, Public Works Consultant, Municipal Research and Services Center (MRSC)

John has had a widely varied 34-year career as a consultant, county and city engineer, and project manager in Montana, Idaho and Washington. With MRSC, John is a resource for engineering design and consultant selection issues, contract document preparation, construction contract issues, purchasing and bidding issues, among other things.

**Dick Andrews, Perteet, Inc.** Dick has over 40 years experience in the field of Construction Management working on over 300 projects including roadways, structures, drainage, water, sewer, reservoirs, buildings, solid waste sites, parks and a municipal golf course. His specialty is developing team environments to bring difficult projects in on schedule and budget. He also is a Past President, Washington Chapter APWA.

**K. Wendell Adams, PE**, City Engineer, City of Yakima. K. Wendell has been with the City of Yakima since 2000 and prior to that was with the City of Kelso from 1998 to 2000 and Entranco Engineers in Bellevue. He brings more than 20 years experience in engineering and construction, involving funding, bidding, construction, and contracting issues. He served on the Executive Board of Washington State APWA in 2002 and 2003.

**Questions?** Contact Laurel Gray at (360) 705-7355 or [GrayL@wsdot.wa.gov](mailto:GrayL@wsdot.wa.gov).

## **Registration**

Use this link to register: [On-line Registration Form](#). Fill in your information\*, select a class from the list, and "Submit." A notice with driving directions to the training site will be e-mailed when we process your request. **If you do not receive it within two days, you may not be registered and should contact us.**

\* A "unique identifier" is now required when registering on-line. You might use your phone extension number, your birthstone, birthdate, pet's name, etc. but please make it something you will remember. Our computer matches your last name with your identifier, and automatically registers you into a class.



Please do not prepay; an invoice will be mailed after the class. Confirmation letters are mailed three weeks before the class. If you are unable to attend, someone else from your agency may attend in your place. To cancel your registration, or for assistance with registration, e-mail Wendy Schmidt at [wst2center@wsdot.wa.gov](mailto:wst2center@wsdot.wa.gov) or [schmidw@wsdot.wa.gov](mailto:schmidw@wsdot.wa.gov) or phone (360) 705-7386.

(Disability accommodations provided upon request.)

**Washington State Technology Transfer's Web Page**

[www.wsdot.wa.gov/TA/T2Center/t2hp.htm](http://www.wsdot.wa.gov/TA/T2Center/t2hp.htm)

